



Commander's Policy

414th Base Support Battalion

APO AE 09165



POLICY NO: 1-8 PROPONENT: AETV-HUB-H-CO DATE:

SUBJECT: Leaves and Passes (Military Personnel)

1. Reference: AR 600-8-10, 1 Jul 94 Leaves and Passes.
2. The goal of this command is that all military personnel take leave during the year. There is no excuse for anyone losing leave at the end of the fiscal year. You are not only hurting yourself, you are ultimately degrading the unit. I encourage supervisors to monitor the leave status of their subordinates and provide them maximum opportunity to take leave.
3. All requests for leave or pass will be typed on DA Form 31, Sept 93 edition and all signatures will be in black ink using a ballpoint pen.
4. Approving Authority:
 - a. Company Commanders will approve all of the following leaves except for those identified in paragraph "b" below:
 - (1) Ordinary leaves 39 days or less.
 - (2) Advance leaves up to 29 days.
 - (3) Emergency leaves.
 - b. BSB Commander will be the only approving authority for the following leaves:
 - (1) All leaves of individuals he rates or senior rates.
 - (2) Ordinary leaves 40 days or more.
 - (3) Advance leave 30 days or more.
 - (4) All excess leaves.

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5. Sign-in/out procedures: Soldiers taking leave of any type (i.e. Ordinary, Emergency, PCS, Transitional etc.) will be physically present to sign in/out on leave.

a. During duty hours soldiers will report to the Battalion S1 to sign in/out on leave.

b. During nonduty hours soldiers will report to the 104th ASG EAC on Yorkhof Kaserne, Building 1207.

c. Soldiers will use either procedure in 5a or 5b above, with no exceptions.

6. Violations of this policy could result in disciplinary action being taken.

JERRY L. MRAZ
LTC, AG
Commanding

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